

## **PRINCIPAL CLERK - ASSESSOR/TREASURER**

### **DEFINITION**

The Principal Clerk performs administrative and customer service work in the Assessor's office and back-up support in the Treasurer's office; other related work, as required.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Provide assistance to the public, in person and by telephone, regarding property taxes, motor vehicle excise taxes, abatements, and statutory exemptions.

Perform research of assessors' maps and files.

Process motor vehicle tax abatements and commitment sheets with certificates.

Mail and receive statutory exemption forms and chapter forms.

Perform various administrative tasks in the Treasurer's office, including accounts payable functions.

Perform additional duties in the absence of other staff.

Perform similar or related work as required, or as situation dictates.

### **SUPERVISION**

Works under the direct supervision of the Chief Assessor and the Town Treasurer, following established rules, regulations and policies to complete assigned tasks according to a prescribed time schedule.

### **WORK ENVIRONMENT**

Work is performed in office conditions; the workload is subject to administrative deadlines.

The employee operates standard office equipment.

The employee has regular contact with the public, town departments and other government agencies.

Errors could result in delay or loss of service and monetary loss.

The employee has access to personal information about taxpayers and employees.

### **RECOMMENDED MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

High school diploma; one year of office or customer service experience; or an

equivalent combination of education and experience.

**KNOWLEDGE, ABILITY AND SKILL**

Knowledge of office practices and procedures; familiarity with real estate and excise tax procedures and exemption requirements.

Ability to work independently and meet required deadlines; ability to prioritize and solve problems; ability to maintain and update records; ability to read and interpret assessors' maps and files; ability to communicate effectively with the public.

Office skills; computer skills, including spreadsheets; mathematical skills; organization skills; interpersonal skills; problem-solving skills.

**PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform duties in office conditions. The employee is required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*